

## Town of Perinton

<b>Job Title:</b>	Recreation Assistant – Party Coordinator	<b>Reports to:</b>	Recreation Supervisor
<b>Department:</b>	Recreation	<b>FLSA Status:</b>	Hourly Non-Exempt
<b>Location:</b>	Perinton Community Center 1350 Turk Hill Road, Fairport	<b>Hourly Range:</b>	\$15.00/hr
<b>Job Summary</b>			
<p>The main function of this part time position is to assist and direct patrons during their scheduled splash party in the party room as well as the pool area. Party Coordinators will monitor and ensure rule compliance throughout the Perinton Community Center. Shifts assigned based on availability, full weekend shifts not required:</p> <p><b>General hours are Friday 4:30 PM – 8:30 PM, Saturday &amp; Sunday 11:00 AM – 6:00 PM</b></p>			
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>Assist patrons with any room set up or clean up needs</li> <li>Ensure patrons are aware of rules &amp; regulations of the aquatics center prior to entering pool area</li> <li>Assist Aquatic Deck Supervisor and Lifeguards in enforcement of the policies and procedures specific to the aquatic center.</li> <li>The Building Manager will offer support as needed</li> <li>Other duties as assigned.</li> </ul> <p><b>KNOWLEDGE, SKILLS &amp; ABILITIES</b></p> <ul style="list-style-type: none"> <li>Strong communication skills and ability to be assertive when enforcing facility rules &amp; regulations</li> <li>Self-motivated &amp; reliable</li> <li>Ability to work as part of a team</li> <li>Strong customer service skills while interacting with the general public</li> <li>No swimming is required as part of this role</li> </ul>			
<b>Posting Dates</b>	November 7, 2023 until positions filled		
<b>Email Cover Letter &amp; Resume</b>	Sydney Mooney, Recreation Supervisor smooney@perinton.org		